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~~CONFIDENTIAL~~

25 September 1964

MEMORANDUM FOR: Clandestine Services Training Committee

THROUGH: : Director of Training

SUBJECT : Administrative Change in Counterintelligence  
Operations Course Scheduling

1. This memorandum contains a request for your approval to make the Counterintelligence Operations (CI Ops) Course a three-week full-time course instead of a three-week part-time course.

2. For the past several years the CI Ops Course has undergone substantial changes. Under the present Chief Instructor, [REDACTED] the curriculum has been brought to a level of operational content exceeding its previous standards. We have been aided by the CI Staff and the SR Division in accomplishing this improvement. The CI Staff and [REDACTED] feel that the course is now more nearly accomplishing the objectives set by the DDP; however, the improvements have necessitated the addition of certain new lectures and valuable supplementary reading materials. While there is room for further improvement, we realize that we must continue to operate within the general limits of the three-week time frame.

3. Over the past six months, [REDACTED] has brought to my attention the fact that the course requires the full-time attendance of students. In Courses 52 and 53, students were asked to comment on the full-time/part-time preference and indicated by a sizeable majority that full-time attendance was not only preferable but necessary. In June the CI Staff Training Officer, [REDACTED] was asked to explore with training officers of the Clandestine Services the idea of making the course full time. We are not certain as to the extent of his survey, but we were informed by [REDACTED] that the suggestion was not generally well received by those training officers whom he canvassed.

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downgrading and  
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4. As you will see from the attached schedule for CI Ops Course 54, the first week of the course as presently constituted requires full-time attendance in order to accommodate the corollary reading and certain pertinent lectures. The second and third weeks do not indicate scheduled activities after 1300 hours. The only exception is on the last day of this course, which is a unique situation brought about because of other commitments of the principal speaker. However, in reality, even with the schedule terminating at 1300 hours, before the student is able to have lunch and transport himself to Headquarters, the working day is over for practical purposes. The original reason for scheduling the course as part time was to permit the students to return to their desks and take care of their operational duties. This scheduling was adopted while the course was being presented at Headquarters, which permitted students to return to their offices immediately following the completion of classes. With the move to the Broyhill Building, this time-saving factor has been lost.

5. Although we have been informed that the CI Staff is now in the process of writing an extensive reassessment of the entire CI training process which may recommend rather sweeping changes, we do not feel that the matter of this minor adjustment in the CI Ops Course should wait for the final approval and implementation of this study, if such approval should in fact materialize. Rather what we are recommending is that we recognize the fact that the CI Ops Course as presently constituted is now a full-time course and notify the Clarendon Services accordingly. What we propose is to continue the schedule for the first week substantially as is. During the second and third weeks, the afternoons will schedule reading and discussion periods. If individual students find it necessary to return to their offices to complete some special task, they will be excused and be asked to make up the required reading during other free time. We would propose to institute this administrative change on an experimental basis for the running of Courses 55 and 56. If it is found that enrollment drops or the criteria for the registration of students is lowered, we will be happy to resume the present schedule.

6. It is recommended that you approve the change of the CI Ops Course from three weeks part time to three weeks full time under the conditions described above.

(Signature)

Chief, Headquarters Training

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Attachment: As stated above

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Memorandum for Clandestine Services Training Committee,  
Subject: Administrative Change in Counterintelligence Operations  
Course Scheduling, dated 25 September 1964

APPROVED:

\_\_\_\_\_  
Director of Training

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DDP Training Officer

OTR/OS/HT/SA:nd

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